

1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS AND/OR DIRECT CITATION AND IS SUBJECT TO THE							2. DOCUMENT NUMBER				
3. REFERENCE NUMBER		4. FUNDS EXPIRE ON		5. WORK COMPLETION DATE		6. DATE PREPARED		7. AMENDMENT NO.			
8. FROM					9. FOR DETAILS CONTACT:						
10. TO					11. MAIL BILLINGS TO:						
12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS											
A.	B. APPROPRIA	C. SUB-	D. OBJ.	E. BU.	F.	G.	H.	I.	J.	K.	
L. TOTAL THIS DOCUMENT											
M. CUMULATIVE TOTAL											
13. ORDER SELECTION											
13A. THIS ORDER IS ISSUED AS A <input type="checkbox"/> PROJECT ORDER <input type="checkbox"/> AN ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A <input type="checkbox"/> FIXED PRICE OR <input type="checkbox"/> COST											
13B. <input type="checkbox"/> DIRECT CITATION PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED: THESE ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT - INCLUDED											
13C. IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED											
13C. USE OF THE REVISED ACCEPTANCE PROCEDURE <input type="checkbox"/> IS <input type="checkbox"/> IS NOT AUTHORIZED.											
14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS											
A.	B. ITEM	C.								D.	
15. PROVIDED THRU REIMBURSEMENT			16. PROCURED BY DIRECT CITATION			17. SUMMARY		ESTIMATED AMOUNT			
A. ACRN	B. ITEM NO.	C. ESTIMATED AMOUNT	A. ACRN	B. ITEM NO.	C. ESTIMATED AMOUNT	A. TOTAL-BLOCK 14D =					
						B. TOTAL-BLOCK 15C =					
						C. TOTAL-BLOCK 16C =					
						D. BLOCK 15C + 16C =					
						CUM. TOTAL TO DATE	E. REIMBURSABLE				
							F. DIRECT CITATION				
18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED.			AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)							DATE	
19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH.			ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)							DATE	

CONDITIONS/INSTRUCTIONS GOVERNING USE OF THIS FORM

This form will only be used for requesting work and/or services, contractual procurement or local purchase of material or services. This form will not be used for requisitioning material from existing Government stocks. The purchase/procurement, or requisitioning from stock, of material incident to the performance of this order, however, is permissible. (Note: Requests for standard and/or non-standard stock available within the U.S. Government will be accomplished through the use of DOD Single Line Item Requisition System Documents (DD Form 1348 and/or 1348-6, as appropriate).

SUPPLEMENTARY ITEMS:

1. Written acceptance of this order is required and will be accomplished by completing Block 19 on one copy of this order and returning it to the requiring activity cited in Block 8. Acceptance must be on a reimbursable basis and/or direct citation only.
2. Amounts authorized by this document have been reserved and/or committed by the requiring activity. Those amounts identified in Block 15 will be obligated upon receipt of the acceptance copy of this document, and those amounts identified in Block 16 will be obligated upon receipt of contracts or purchase or delivery orders awarded.

Amounts authorized in Block 15 are not subject to 31 USC 1517, unless specifically indicated on the face of the document. Additional funds, if required, will be requested from the activity cited in Block 8. Approval of such requests will be accomplished by the requiring activity through the issuance of an amendment to this document, appropriately reflecting the amount of additional funds being provided. The total of Block 17F constitutes a 31 USC 1517 limitation when the purchasing office or contracting activity is a separate entity not under the immediate supervision of the commanding officer issuing the request.

The funds authorized by the document are available for obligation by the performing activity cited in Block 10 through the dates indicated in Block 4 or 5, as appropriate. Funds not actually obligated by the performing activity by that date will be returned to the requesting activity via Status of Reimbursable Orders or similar acceptable form.
4. Extension of the work completion date cited in Block 5 of this order, if required, must be requested in writing and is subject to the approval of the requiring activity cited in Block 8. Approval of such requests will be accomplished by the requesting activity through the issuance of an amendment to this document citing the work completion date.
5. Those items identified in Block 15 as a Project Order, as indicated in Block 13A, are placed in accordance with 41 USC 23 and DOD Directive 7220.1 (Regulations Governing the Use of Project Orders). Performance of the work and/or services requested must be accomplished in accordance with these same statutes and regulations.

Billings will normally be submitted by the performing activity on a monthly basis unless specifically stated in Block 14.
6. Those items identified in Block 15 are placed pursuant to the Economy Act (31 U.S.C. 1535) and will be performed in accordance therewith.
- 7.
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